

EDITED KSA LISTING

CLASS: BUSINESS SERVICE ASSISTANT

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Basic knowledge of English grammar and punctuation as it relates to the procurement and contracting processes.
K2.	Basic knowledge of principles and practices of public administration as it relates to business services.
K3.	Basic knowledge of record keeping to effectively maintain and disseminate procurement and contracting information.
K4.	Basic knowledge of various types of equipment and supplies and resources available for procurement, contracting, and maintenance.

EDITED KSA LISTING

CLASS: BUSINESS SERVICE ASSISTANT

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	<p>Skill to:</p> <p>Communicate effectively in order to exchange information and/or provide direction to staff and others</p> <p>Analyzes data accurately to develop and adopt an effective course of action.</p> <p>Reasons logically in order to make sound decisions and recommendations as it relates to the duties performed</p> <p>Reviews specifications and determine whether the service/equipment provided meets the standards set up in the specifications</p> <p>Maintain the confidence and cooperation of those contacted during the course of work to provide a good working relationship.</p> <p>Utilize good work habits to effectively perform the duties of a Business Services Assistant.</p>